



ADMINISTRATIVE CHANGE TO A DEVELOPMENT PLAN

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted:

Staff Appl

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | administrative change application with owner's disclosure and notary statement |
| <input type="checkbox"/> | <input type="checkbox"/> | application fee |
| <input type="checkbox"/> | <input type="checkbox"/> | documents required check list, completed and signed by applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | two folded paper copies of approved development plan with changes outlined |
| <input type="checkbox"/> | <input type="checkbox"/> | note describing the changes on the plan |
| <input type="checkbox"/> | <input type="checkbox"/> | If more than one owner, an attachment with all property owners' signatures stating they have received notice of the proposed modification; or evidence of notice having been sent by certified mail and the return receipt; or a statement acknowledged by the proponent or the proponent's agent that delivery of notice has been made and the name of the person who received that notice |

Preparer's Signature: _____

Printed Name: _____

Date: _____